



Purchasing Department  
201 Westward Drive  
Miami Springs, FL 33166-5259  
Phone: (305) 805-5054  
Fax: (305) 805-5040

Zuzell E. Murguido  
[murguido@miamisprings-fl.gov](mailto:murguido@miamisprings-fl.gov)  
Procurement Specialist II

**AMENDMENT 1**  
**Continuing Professional**  
**Architectural & Engineering Services**  
**REQUEST FOR QUALIFICATIONS (RFQ) # 01-19/20**  
October 14th, 2020

**Request for Qualifications # 01-19/20, Continuing Professional Architectural & Engineering Services** is amended as follows:

This addendum is issued to clarify the previously issued request for qualifications documents and is hereby made a part of the contract documents. All requirements of the documents not modified herein shall remain in full force and effect as originally set forth.

Section 3.3 Response Evaluation Criteria is amended as follows:

Award shall be made to the responsible Consultant(s) whose Statement of Qualifications is determined to be the most qualified and advantageous to the City. Responses will be evaluated according to the following criteria and respective weight:

Category	Criteria	Maximum Points
1	<b>Qualifications/Experience of the Firm/Proposer</b> To include years of municipal experience, ability, capacity and skill of firm(s), <del>whether the firm is a certified minority business enterprise</del> , and adequacy of personnel to perform, including timeliness, stability and availability and licenses	25 Points
2	<b>Qualifications/Experience of the Project Team</b> Professional credentials, qualifications, and accomplishments of the proposed team members to be used for City Projects	25 Points
3	<b>Previous Projects &amp; Client References</b> Experience and background in providing similar municipal services and past performance, including but not limited to, familiarity with local, state, and federal regulatory agencies procedures and requirements	25 Points
4	<b>Project Implementation Strategy</b> The Firm's understanding of the City's needs, local conditions, goals, and objectives	20 Points
5	<b>Submittal Package</b> Compliance with the response preparation and submission requirements	5 Points
		<b>Total: 100 Points</b>

The following are question(s) and answer(s) from the advertised Request for Qualifications # 01-19/20 Continuing Professional Architectural & Engineering Services.

- 1. Question:** Are you looking for complete teams to submit? Or, if we are architecture, just ourselves? Also, what is the budget for these projects (Less than \$2M, etc)?
- 1. Answer:** The City currently does not have an Architect or Engineer for identifying scopes of work for individual projects, developing project budgets, and establishing required needs for future projects in the City. For this reason, it is the City's intent to award one contract for Architectural & Engineering (A&E) Services however, we reserve the right to award more than one contract if it's in our best interests to do so. Currently there are no specific projects, however past projects have ranged from over 6 million dollars for construction of a new senior center to smaller stormwater and/or street projects ranging as little as \$20,000.00.
- 2. Question:** For this upcoming RFQ No. 01-19/20, Continuing Professional Architectural & Engineering Services, could you please clarify if the consultant must pursue all Scope of Services? Can a consultant only pursue one or more service categories? For example, if we only wanted to pursue Scope of Services 4. Environmental Engineering, would that be acceptable or must a consultant pursue all five services areas?
- 2. Answer:** A consultant may wish to pursue only one category however the likelihood of an award for each and every category is unlikely (Refer to Q&A 1 above). Teaming is allowed and encouraged with any of the categories. One qualification package should be submitted by a prime firm or individual and, if awarded as a team, the prime remains solely responsible for the services rendered by, and payments made to, the subcontracting firms for any specific project and duration of the contract.
- 3. Question:** We would like to submit as a prime for MEP/FP Engineering services for this RFP. Are you looking for the Architect to prime with all disciplines included or are we able to submit as a prime for our in-house services?
- 3. Answer:** Please refer to Q &A 1 and 2 above.
- 4. Question:** Tab E, Item 5: states to indicate the relative involvement on the task for each key staff member. However, since this is a Continuing Services Contract, the involvement will depend based on the number of work orders we receive and the scope of services of each work order. Can this item be modified to indicate an estimated overall involvement?
- 4. Answer:** Yes.
- 5. Question:** Tab K, References: states to submit three letters of references. Is this only asked to be submitted for the Prime consultant?
- 5. Answer:** Three references should be submitted for both the Prime and any subconsultants, if applicable.
- 6. Question:** I was looking over the RFQ for Continuing Professional Architectural & Engineering Services, under Tab A. Cover Page it states the subject should say "Statement of Qualifications for RFQ No. 05-19/20 for Continuing Professional Architectural and Engineering Services for Various Projects." Is the 05-19/20 correct, as it states the No. is 01-19/20 in different areas?
- 6. Answer:** The correct RFQ No. is 01-19/20.
- 7. Question:** In the RFQ documents for the above referenced project, the following disciplines are listed:

2.1 SCOPE OF SERVICES, the Consultant can expect to provide services, including but not limited to the tasks identified herein, which shall collectively be referred to as the “Services”: 1. General Engineering and Architecture 2. General Civil Engineering 3. Transportation Planning and Engineering Services 4. Environmental Engineering 5. Landscape Architecture: My question is, does the City want firms to provide a response from a firm or a team with a prime and subconsultants to meet all of these disciplines or can we apply for individual disciplines?

**7. Answer:** Please refer to Q&A 1 and 2 above.

**8. Question:** For Tab D: Firm’s Qualifications: #5. Consultant must provide official complaint history within last 5 years for its professional license? Do you want us to provide a snapshot of the DBPR website’s complaint details for our license? Is this what you’re looking for? If not, can you please tell us in detail what we should provide for this.

**8. Answer:** A snapshot of complaints will suffice as long as there is enough detail to understand the complaint and how it was resolved.

**9. Question:** Clarification for Tab D: #6 Identify Principal in Charge’s Exp: I assume you want a resume but then for Tab E #3 you state that you want a one-page resume for Principal in Charge. Do you want us to put the resume for Principal in Charge in both places or do we just put the resume for PIC in Tab E? Can you clarify please?

**9. Answer:** Tab D: #6 should detail in a paragraph or so the Principal in Charge overall qualification’s and Tab E #3 should contain their one-age resume.

**10. Question:** The way that we should respond to this request to the City is by having a full team of a Prime and a consultant and/or subcontractor’s correct?

**10. Answer:** Please refer to Q&A 1 and 2 above.

**11. Question:** The disciplines that we should have included with the subcontractors in addition to mechanical, electrical, structural, civil engineering, fire-protection; are there any other disciplines that we should also have including for example testing lab or other specialties such as telecommunications, etc., or what are the disciplines that we as a basic or a minimal have as part of our subcontractors’ group?

**11. Answer:** The City has also required in the past, disciplines such as surveyors, testing (including but not limited to soil and density).

**12. Question:** Based on past experience, what is the team that you expect that you would be able to negotiate a contract with?

**12. Answer:** Negotiations for a contract will begin with the firm/individual who submits the most advantageous response, once the RFQ responses have been evaluated and ranked based on the criterion outlined on page 23 of the RFQ.

**13. Question:** As we do not know at this moment what would be the scope of work and that is the case and we do not have anyone on our team for all the categories at this moment when we are responding to your request, would it be something that we can add later as needed?

**13. Answer:** Responses to the RFQ should include all subconsultants you wish to partner up with for each category, however that is not to say that other specialty subconsultants can not be add later, as needed.

14. **Question:** Under the scope of services as listed on Page 11 of the RFQ, could you submit on only one or two of these scope or services areas or do you have to include all five of them? Do we have to have a team for all five scope of services or can we submit for one area if we do not want to submit for all areas? Would a complete package through a prime and with subs need to be submitted for all five scope of services? If we wanted to submit then for only one section, then our qualifications would be not counted? I want to make sure we do not need to submit for all of them just the one or two categories we can provide or do we need to have a complete package including our qualifications for all five areas? Would you prefer we submit for all five as a complete package or can I submit for one area?
14. **Answer:** Please refer to Q&A 1 and 2 above.
15. **Question:** Is there any restrictions regarding a firm submitting as a prime, also submitting as a sub on someone else's team?
15. **Answer:** No.
16. **Question:** I didn't see any goals for MBE companies? Are there any goals for making MBE apart of the team? We are a minority owned company and wanted to know if there are any goals for minority owned companies?
16. **Answer:** See Amendment to Section 3.3 on the RFQ above.
17. **Question:** Is it possible to have a copy of the last successful proposal as well as a list of all the attendees of today's meeting?
17. **Answer:** Yes, both are attached.
18. **Question:** If we do not cover all the areas in the scope is your submission disqualified or will it not be considered if you don't have all the areas?
18. **Answer:** Please refer to Q&A 1, 2 and 12 above.
19. **Question:** If you have a team, does every person (subconsultant's) need to be in this meeting today to qualify?
19. **Answer:** No, just the prime needed to attend the mandatory meeting.
20. **Question:** If we only submit for environmental and not the other service areas, will our scores be lower if we do not submit on those other categories, right?
20. **Answer:** The RFQ responses will be evaluated and ranked based on the criterion outlined on page 23 of the RFQ.
21. **Question:** Category 1 in Section 3.3 on page 15 the certified minority business enterprise is there a number of points assigned to that item with respect to the qualifications and the experience of the firm, if the firm is not a certified minority business enterprise; how many points are they docked for that or is the City looking to identify the qualifications for that? In terms of whether the firm fits to those parameters, is there a breakdown as to those 25 points?
21. **Answer:** See Amendment to Section 3.3 on the RFQ above.
22. **Question:** How many firms is the City planning on awarding for each category, architectural and engineering and are they picking multiple firms for each category?
22. **Answer:** Please refer to Q&A 1 and 2 above.

23. **Question:** If a firm is a minority and not certified, what certifications are you looking for? Does it have to be from Miami-Dade County or any other County would suffice, to confirm that the firm is certified?
23. **Answer:** See Amendment to Section 3.3 on the RFQ above.
24. **Question:** Tab E of proposal on page 13, regarding Form 8, does it have to be filled out by the prime or does it need to be filled out for the prime and each subcontractor?
24. **Answer:** Form 8 should be filled out for the prime and each subcontractor.
25. **Question:** Tab F on page 13 could you expand on what we are expecting to what we are looking for with regard to the consultant's strategy for implementing the project?
25. **Answer:** Describe the process on how you intend to approach or implement projects with the City. i.e.: kick off meetings, coordination, etc.
26. **Question:** Regarding references on Tab K on page 15 we are asking for three letters of references and then at the same time we are asking on Form number 9 for references. What would we have on tab k, the same form 9 or in addition to form 9 should we also secure letters from our references? Letters may be prohibited and may be hard to obtain, would form 9 suffice in place of the three letters?
26. **Answer:** Letters of reference are preferred and recommended for responses. These letters may be past project references within the past 5 years. Form 9 should be more current references.
27. **Question:** Do we have to include all the forms in the response with our proposal per the RFQ?
27. **Answer:** Yes, these must be submitted in Tab J of your response.
28. **Question:** Also, do we need to submit these forms with the information of the prime, per the required information, but none of those forms should be by the subcontractors, correct?
28. **Answer:** All forms are required for the prime and forms 6, 8 9 and 10 are required for any subcontractors.
29. **Question:** How many agreements/contracts are you planning to award to the successful team and for how long is the period?
29. **Answer:** The City's intends to award one contract for Architectural & Engineering Services for a one-year agreement with up to four (4) additional one (1) year automatic renewals.
30. **Question:** On page 2, states the City intends to prequalify additional consultants and retain one or more firms qualified under separate services agreement for general professional architectural engineering services in the City, so to confirm is it only one agreement or more than one, please clarify. When it states prequalify a contract means you plan on awarding a possible second contract, correct?
30. **Answer:** The City's intent to award one contract for Architectural & Engineering Services unless it's in our best interest to award two separate contracts.
31. **Question:** Recommendations on Tab K regarding form 9 and the letters, as per tab E on page 13 under sub-section 3 where it asks for a one-page resume with contractors' information for at least 3 professional references for the principal in charge? Would that be three additional reference contacts for the principal only in addition to the references associated with Tab K.

31. **Answer:** Form 9 and letter references may be entirely different from each other. This will be at the discretion of the respondent.
32. **Question:** Miami-Dade County does not have an MBE Certification they have a small business certification. State of FL has an MBE certification. Which one do you want? The small business or the minority certification?
32. **Answer:** See Amendment to Section 3.3 on the RFQ above.
33. **Question:** Would you be willing to consider an extension on the proposal due dates?
33. **Answer:** No.
34. **Question:** Will we be provided a list of all the participants who attended this meeting?
34. **Answer:** Yes, see attached.
35. **Question:** Can we still submit for this contract if we missed the mandatory pre-bid meeting?
35. **Answer:** If you intend on submitting as a prime and you missed the mandatory meeting, you are not permitted to submit as this meeting was mandatory. Please also refer to Q&A 17 above.
36. **Question:** Where will the RFI's be posted?
36. **Answer:** Demand star and City's website.
37. **Question:** Can a firm submit as both a prime and a subconsultant?
37. **Answer:** Yes.
38. **Question:** Can you please confirm that the correct RFQ number and title for this submittal is RFQ No. 01-19/20 Continuing Professional Architectural & Engineering Services? Twice in the RFQ it shows a different RFQ No. and Name:
- (Page 2 in RFQ) ... "proposal shall be uploaded into DemandStar and marked "Response to City of Miami Springs RFQ No. 05-19/20 for Continuing Professional Architectural and Engineering Services."
  - (Page 12 in RFQ, located in TAB A. Cover Page) ... "a primary liaison between the Consultant and the City; date; and subject "Statement of Qualifications for RFQ No. 05-19/20 for Continuing Professional Architectural and Engineering Services for Various Projects."
38. **Answer:** The correct RFQ No is 01-19/20.
39. **Question:** Can you please confirm if subconsultants will also have to submit three references letters and three project related references as listed in Form 9? Or are these references just for the prime only?
39. **Answer:** References must be submitted for subconsultants as well.
40. **Question:** It was stated that the City is looking for a firm that can offer BOTH Architectural and Engineering Services. Please confirm if an Architecture Firm can serve as prime, and offer the engineering services through sub-consultants.
40. **Answer:** Yes, this is acceptable.
41. **Question:** If the City decides to hold interviews, those would take place only one day after

evaluations were complete. Would the City consider giving possible selected firms more time to prepare for the interviews?

41. **Answer:** Yes, we will notify top 3 ranked firms with new presentation dates once dates are confirmed.
42. **Question:** If there is no Minority Certification Set-Aside, how will the committee differentiate a local Miami Springs minority owned firm from a national conglomerate that were also present on the zoom meeting?
42. **Answer:** See Amendment to Section 3.3 on the RFQ above.
43. **Question:** Page 12 / Tab A. Cover Page: subject “Statement of Qualifications for RFQ No. 05-19/20 for Continuing.....”, first page and Public Notice call for RFQ 01-19/20.
43. **Answer:** The correct RFQ No is 01-19/20.
44. **Question:** Would the City elaborate on the section Services Needed by the City Under the Environmental Engineering, what scope of work is anticipated for regional sand management, marine environmental, and Coastal/Waterways engineering?
44. **Answer:** Primarily our focus would be on any geological and groundwater studies, soil analysis, and related work, along with any concerns with our canals and lakes that feed into South Florida Water Management districts Okeechobee Canal and Ludlam Canals.
45. **Question:** Could you share the fee total paid to the incumbent for projects under the previous A&E continuing services contract?
45. **Answer:** Fees were paid based on the hourly fee schedule negotiated with our previous A&E consultant on a Task Order basis.
46. **Question:** Form No 8, on page 38 of 55, requires Certificates of Insurance for the subs assigned to the major areas of work. Could you please confirm for us the major areas of work are: Architecture, Civil Engineering, Transportation Planning, Environmental and Landscaping Architecture? and also confirm you do not require Certificates of Insurance for other support disciplines such as surveying, mechanical, electrical, geotechnical, economic studies, etc?
46. **Answer:** In most cases, the prime remains solely responsible for the services rendered by, and payments made to, the subcontracting firms for any specific project and duration of the contract, therefore the Certificate of Insurances will be required on a project basis. For purposes of this RFQ, ad providing Insurance Certificates, consider the major areas as any Architectural or Engineering assigned services.
47. **Question:** Could you provide me who the incumbent firms are on this contract, as well as the dollar volume of work that was awarded to date on the current contract?
47. **Answer:** The five-year contract was with Craven Thompson & Assoc., Inc. The total paid to contractor from 2015-2020 was \$111,464.65.
48. **Question:** Please advise what projects have been identified by the City for developing next year.
48. **Answer:** There is a need for a Stormwater Drainage Study and some designs for drainage projects that have already been identified.

49. **Question:** Section 2.1, Scope of Services – Structural engineering is not listed as one of the services. Should we include a structural engineer in our team?
49. **Answer:** That will be at your discretion. Please refer to Q&A 1 and 2 above.
50. **Question:** Section 2.1, Scope of Services – Should a surveyor be included in the team?
50. **Answer:** Refer to Q&A 11 above.
51. **Question:** Tab D, Item 1 states that to be eligible to respond, the Consultant shall have five (5) years of continuous operation under the same entity name and provide proof of name. To be clear, if a firm has changed their name within the last five years, are they not allowed to respond to this RFQ? If so, what is the reasoning behind that requirement?
51. **Answer:** Respondent must provide the firms old name, as well as the current name and a clear explanation of why the name change.
52. **Question:** Tab F, Project Implementation Strategy – States to describe the Consultant’s strategy for implement the project. There is no project at this time, this is to create a pool of firms for continuing services. How are we to respond to this item?
52. **Answer:** Respondents are to describe the process on how you intend to approach or implement projects with the City. i.e.: kick off meetings, coordination, etc.
53. **Question:** Tab K, References – Are we to provide three (3) letters of reference for each firm included in our team, or only for the Prime.
53. **Answer:** Three references should be submitted for both the Prime and any subconsultants, if applicable.
54. **Question:** Are consultants required to submit any of the required forms besides the Proposed Subcontractors section of Form 8, or are the forms only for the Prime?
54. **Answer:** All forms are required for the prime and forms 6, 8 9 and 10 are required for any subcontractors. Form 8 should be filled out for the prime and each subcontractor.
55. **Question:** Are consultants required to submit written Letters of Recommendations?
55. **Answer:** Three references should be submitted for both the Prime and any subconsultants, if applicable.
56. **Question:** May a firm apply as a Prime as well as on a team with another Prime?
56. **Answer:** Yes.